

SECRET

Executive Registry

70-543

3 February 1970

MEMORANDUM FOR: Executive Director-Comptroller

SUBJECT : Report of Cable Secretariat Operations
1 - 31 January 1970

1. The workload for January 1970 was 56,320 items, 15% less than January of last year. For the seven months of FY 1970 we are running 6% less than the same period in FY 1969.

2. a) As of 31 January 1970 our personnel picture remains the same as it was last month ... still up to strength.

b) During CY 69, with an authorized strength of [REDACTED] persons, we averaged each day a present-for-duty strength of [REDACTED] persons short of our potential. The [REDACTED]

Thus,

without any loss due to training, based on past performance, it would seem that we can expect to have approximately 88% of our authorized personnel on the job and working. With these data, and no assurance that the workload will be substantially less for FY 71 as compared to FY 70, we hope that the present authorization to the Director of Personnel to recruit up to 10% over the Cable Secretariat ceiling (established in January 1970 as [REDACTED]) will remain in effect for FY 71. Lacking such authorization, there could be a considerable time lag in getting personnel to avoid the relationship between our work force and the work to be done becoming seriously out of line.

3. On January 1, the IN and DIRECTOR number series on CIA cables were converted from five to six digits. This conversion facilitates simplified filing and retrieval methods while eliminating duplication of file numbers.

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downgrading and
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4. Five members of an Office of Logistics task force organized to undertake a study to determine the feasibility of standardizing secretarial composing equipment, such as the IBM Magnetic Tape Selectric Typewriter, toured the Cable Secretariat on 6 January. Their purpose was to investigate the possibility of using an input device of this type in cable preparation.

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5. [REDACTED] (the latter is Chief, Intelligence Watch, FI Staff) toured the State Department's ATS (Automated Terminal Station) on 20 January. The purpose of the tour was to familiarize themselves with the type of environment and operation the Cable Secretariat and the Intelligence Watch will be in when ACT-II is installed.

6. As stated in last month's report we have looked into the possibility of installing a paper conveyor system in the Cable Secretariat. The purchase of such a system seems both economical and feasible. A Diebold system costing approximately \$5,000 will be purchased if funds are available.

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[REDACTED]
Cable Secretary